

Draper Facility Emergency Action Plan

447 West 13800 South
Draper, UT. 84020

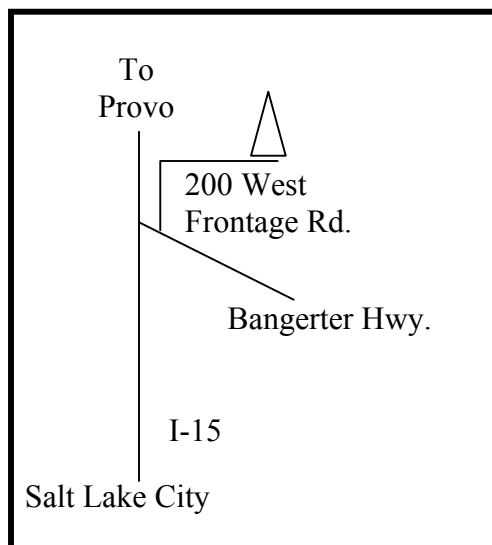
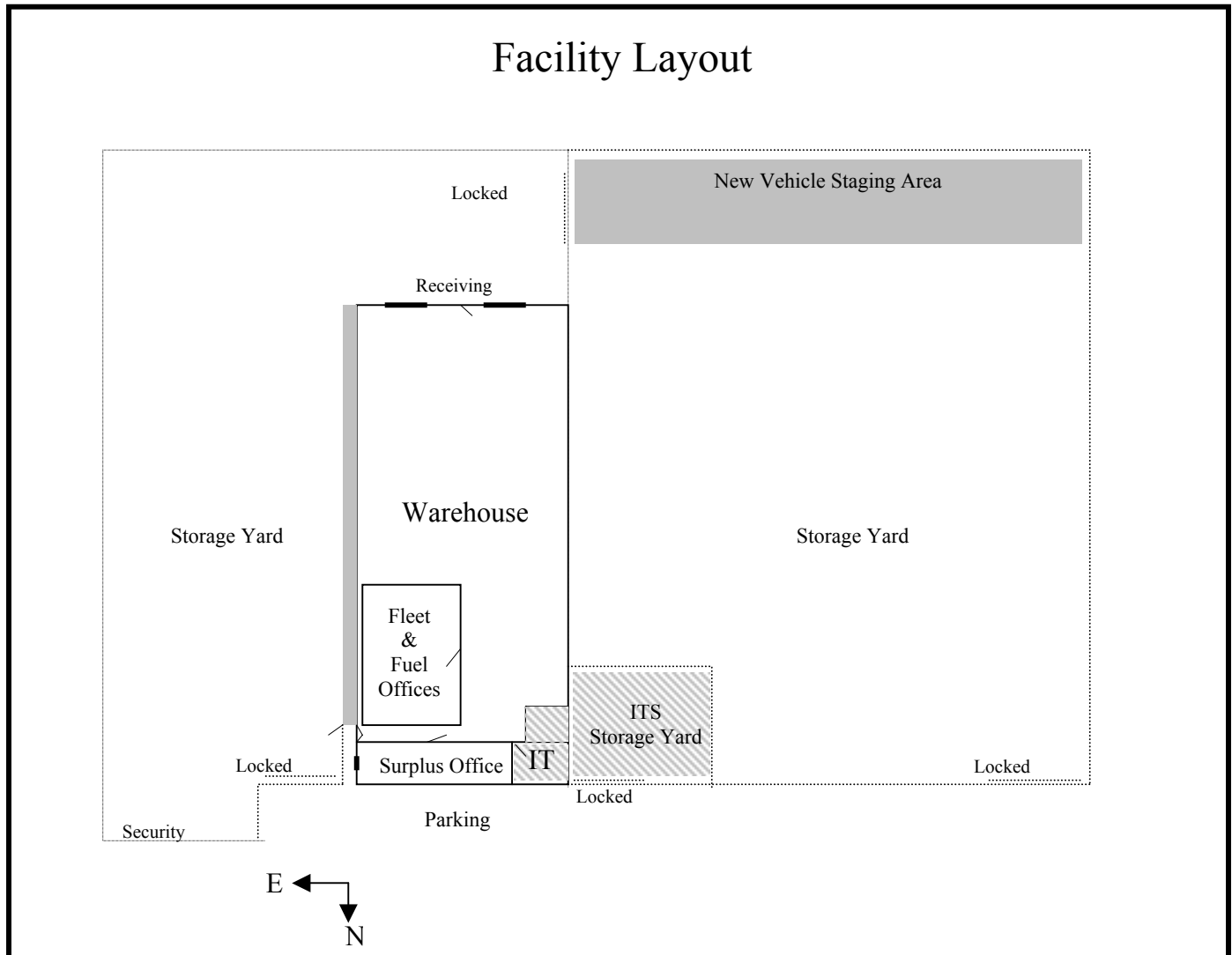


Revised
December 15, 2002

Table of Contents

Subject	Page
Facilitate layout	3
General Information	4
Emergency Contacts	5
Evacuation Plan	6
Appendix A	8
Appendix B	10

State of Utah- Department of Administrative Services, Division of Fleet & Surplus Services
Draper Facility



General Information

1. The Draper facility is occupied by four (4) agencies. Generally, fulltime occupant employees are indicated in Parentheses. Other DFSS employees [Division support personnel] may be working at this facility on any given day.
 - State and Federal Surplus Property Program (9)
 - Motor Pool Operations (6)
 - Fuel Network (3)
 - ITS Microwave (3)
2. The facility is patrolled by Department of Corrections in conjunction with prison security enforcement efforts.
3. The warehouse/office building is monitored by an “Alarm and Fire Protection” service.
4. Facility parameter is completely fenced. All access gates are locked except during business hours.
5. Facility and building access is limited to personnel having key and alarm code assigned to them by the facility coordinator. See appendix A
6. Division management located at the State office Building has building access code, facility keys and safe-combinations as a backup measure. DFCM Draper coordinator is also assigned access code and keys for emergency purposes.
7. The Draper facility operates totally on available power and services. This facility has no back-up energy sources.
8. Several employees have State issued cell-phone. See appendix B

Emergency Contact- Draper Facility

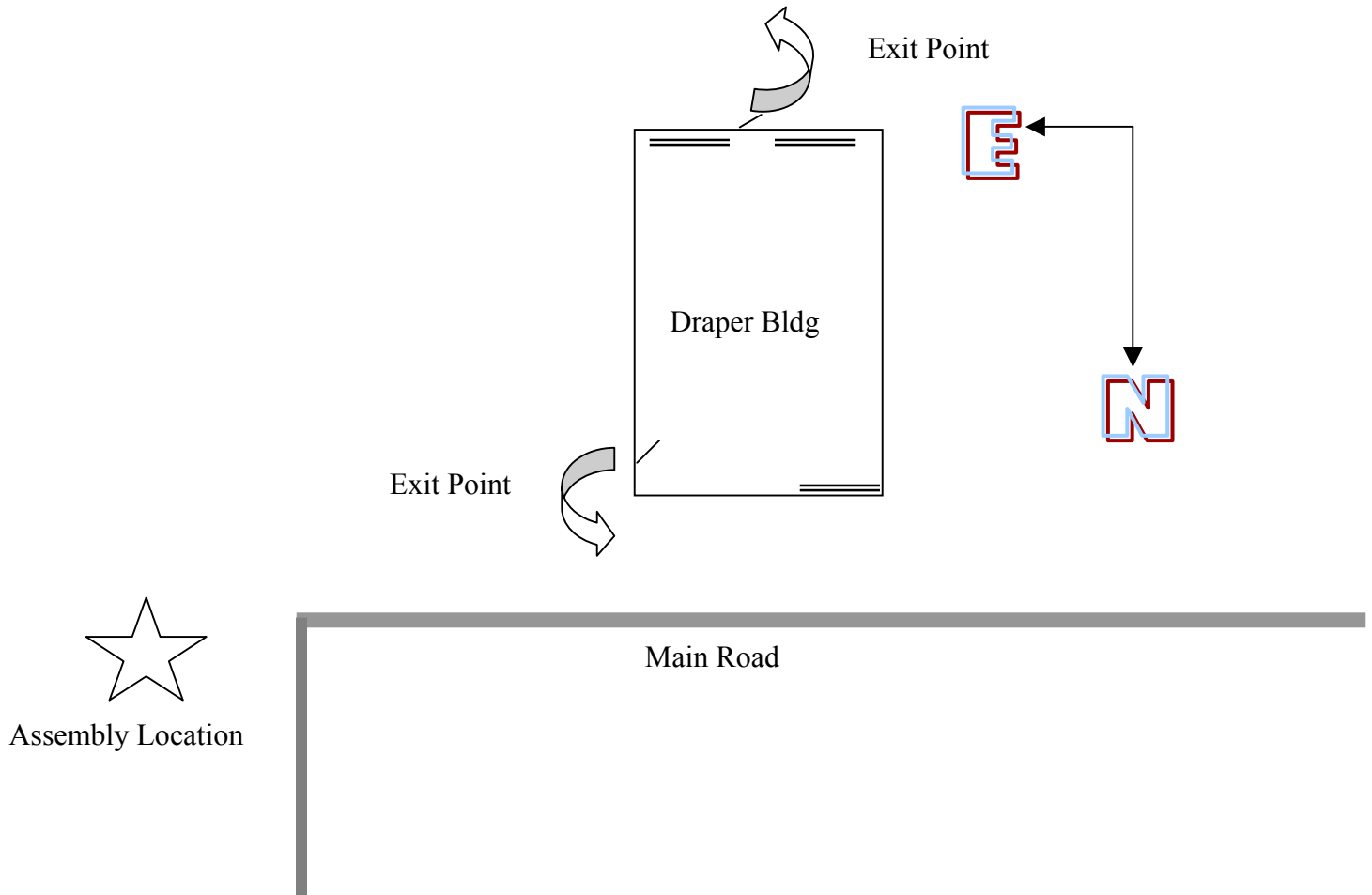
Primary Contact: DFCM South Valley, (801) 538- 1111
Facility Coordinator: Steve Sendobry

Alternate Contact: David M. Regan, Surplus Manager, Home (801) 254-7474

Division Management: Steve Saltzigver, Director, Home (801) 293-0475



Evacuation Plan



1. In the case of emergency, employees will evacuate the building & site by the closest exit available to them.
2. Employees will direct all visitor within their proximity to the nearest building exit point.
3. Employee primary assembly point will be the corner of 200 West, 13800 South. An alternate location will be 200 West & Bangerter Hwy.
4. All / available management personnel will perform headcount to ensure all employees have been accounted for

Appendices



State of Utah- Department of Administrative Services, Division of Fleet & Surplus Services
Draper Facility

Appendix A

Building Security

Draper Site- Lock & Key Control- December 2002

Name	Same Key		*North East Gate	North West Gate	Other Keys	Bldg .Security Code	Office Safe Combo	Gun Safe Combo	Remarks
	*Auto. Gate Key	*Main Door Key							
David Regan	Yes	Yes	Yes	Yes	Cash Box	Yes	Yes	Yes	
Dan Martinez	Yes	Yes			No	Yes	No	No	
Glen Wright	Yes	Yes			No	Yes	No	No	
Lori Potter	No	No			No	Yes	Yes	No	
Steve Duggins	Yes	Yes	Yes	Yes	No	Yes	No	No	
Lanna Harrison	No	No			No	No	Yes	No	
Todd Barker	No	No			No	No	No	No	
Gustavo Cansino	No	No			No	No	No	No	
Steve Sendobry	Yes	Yes			No	Yes	No	No	DFCM Coordinator

Notes: Back-up Facility Keys are kept in key box (store room)

* Single key/Mult. Usage

Sam Lee	Yes	Yes		Yes	FLt Ops Office	Yes			
Dave Fletcher	Yes	Yes			Surplus office	Yes			State Office Bldg.
Steve Saltzgiver	Yes	Yes			Surplus office	Yes	Yes	Yes	State Office Bldg.
Jeff Done	Yes	Yes			FLt Ops Office	Yes			
Kathryn Anderson	Yes	Yes			FLt Ops Office	Yes			
Ann Stehno	Yes	Yes		Yes	FLt Ops Office	Yes			
Steve Canning	Yes	Yes			FLt Ops Office	Yes			

Note: The fire protection and alarm service is presently provided by:

Mountain Alarm, Phone: 801-364-7694

System Number: H001150180

Appendix B

Division Employee Listing

State of Utah- Department of Administrative Services, Division of Fleet & Surplus Services
Draper Facility

DIVISION OF FLEET OPERATIONS
MAIN: (801) 538-3014 FAX: (801) 538-1773

Administration Team	Title	Phone	Cell/Pager	E-Mail	Fax #
Steve Saltzgiver	Division Director	538-3452	560-3199	ssaltzgiver@utah.gov	538-1773
Margaret Chambers	Deputy Director	538-9675	971-3385	margareтчambers@utah.gov	538-1773
Dianne Davis	Administrative Sec.	537-9187		diannedavis@utah.gov	538-1773
David Rees	Management Analyst	537-9134		drees@utah.gov	965-3878
Amanda Ronan	Office Tech II	619-7209		aronan@utah.gov	619-7229
Angie Watson	Application Administrator	493-4138	541-8306	angiewatson@utah.gov	493-4138
IT Team	Title	Phone	Cell/Pager	E-Mail	Fax #
Akemi Dean	Lead Programmer	538-3136		adean@utah.gov	538-1773
Rich Hullinger	Programmer Analyst II	538-3406		richhullinger@utah.gov	538-1773
Peter Musser	LAN Administrator	538-3653	557-9854	pmusser@utah.gov	538-1773
Judy Wilkins	Programmer Analyst II	537-9287		jwilkins@utah.gov	538-1773
Accounting Team	Title	Phone	Cell/Pager	E-Mail	Fax #
Gary Robertson	ISF Accountant	538-3792	971-1016	garyrobertson@utah.gov	538-1773
Jennifer Johnson	Accounting Tech	537-9138		jennjohnson@utah.gov	538-1773
Kelly Kay	MP Accounting Tech	538-3735		kkay@utah.gov	538-1773
Deanna Nielsen	Fuel/Billing Accounting Tech	538-3274		deannanielsen@utah.gov	538-1773
Tanya Price	Motor Pool Accountant	538-9672		tanyaprice@utah.gov	538-1773
Kim Willette	Admin. Accountant	538-3197		kawillette@utah.gov	538-1773
Mark Yeschick	Surplus/Fuel Accountant	538-3685		yeschick@utah.gov	538-1773
Fuel Network Team	Title	Phone	Cell/Pager	E-Mail	Fax #
Jeff Done	Fuel Manager	619-7234	712-1047	jeffdone@utah.gov	619-7258
Kathryn Anderson	Fuel Network Specialist	619-7231		kathrynanderso@utah.gov	619-7258
Steve Canning	UST Specialist	619-7232	971-9742	scanning@utah.gov	619-7258
Todd King	Fuel Services Specialist		580-5114	toddking@utah.gov	619-7258
Karen Kraus	Fuel Network Specialist	526-0188		karenkraus@utah.gov	236-2189
Bob Seele	Fuel Services Specialist		971-9741	bseele@utah.gov	619-7258
Michelle Werner	Fuel Network Specialist	583-4963		mwerner@utah.gov	584-0186
MP Operations Team	Title	Phone	Cell/Pager	E-Mail	Fax #
Sam Lee	Fleet Manager	619-7237	824-5553	samlee@utah.gov	619-7258
Cerena Crosby	Reservations/Accidents	Res. 538-3014 Acc. 538-3229		cerenacrosby@utah.gov	538-1773
Gala Dumas	Fleet Supervisor	965-4925	971-3257	gdumas@utah.gov	965-3878
Paul Ferguson	Service Writer II	537-9073		pferguson@utah.gov	538-1773
Joe Flora	Auto Service Worker	538-3014		jflora@utah.gov	538-1773
Ed Heath	Auto Service Worker	538-3014	824-4666	edheath@utah.gov	538-1773
Carol Law	Office Tech	569-1860		claw@utah.gov	none
Frank Mortensen	Auto Service Worker	538-3014	824-2703	fmortens@utah.gov	538-1773
Al Orwin	Service Writer II	619-7233		alorwin@utah.gov	619-7258
Anne Stehno	Purchasing Agent	619-7242		annestehno@utah.gov	619-7258
Alison Taylor	Support Services Coordinator	619-7236	856-5761	alisontaylor@utah.gov	619-7258
Charlotte Wilkes	Licensing/Motor Pool Reserv.	619-7241		cwilkes@utah.gov	619-7258
Surplus Property Team	Title	Phone	Cell/Pager	E-Mail	Fax #
David Regan	Surplus Property Manager	619-7219	971-5755	dregan@utah.gov	619-7229
Todd Barker	State Property Sales	619-7221	971-1734	tbarker@utah.gov	619-7229
Gus Cansino	Property Utilization Officer	619-7212		gcansino@utah.gov	619-7229
Steve Duggins	Property Utilization Officer	619-7217	558-6779	sduggins@utah.gov	619-7229
Lanna Harrison	Property Utilization Officer	619-7218		lharrison@utah.gov	619-7229
Dan Martinez	Property Utilization Officer	619-7215	558-1822	danmartinez@utah.gov	619-7229
Lori Potter	Property Utilization Officer	619-7214	558-1822	lpotter@utah.gov	619-7229
Shelli Stephenson	Property Utilization Officer	619-7211		shellistephenson@utah.gov	619-7229
Glen Wright	Property Utilization Officer	619-7213	971-4980	glentwright@utah.gov	619-7229

Green Type indicates Draper facility